

MAXWELL-GUNTER CHIEFS' GROUP
MAXWELL AIR FORCE BASE, ALABAMA
CONSTITUTION

ARTICLE I - NAME AND PURPOSE

This organization shall be known as the Maxwell-Gunter Chiefs' Group, referred to herein as the Chiefs' Group. It is an Independent, Type 3, Private Organization subject to the rules of AFI34-223. Its purpose is to establish, maintain, and enhance the spirit of camaraderie and esprit de corps of all active duty, reserve, national guard, and retired chief master sergeants (CMSgt), selectees and sister service equivalents, in order to foster that same spirit among members of the Maxwell AFB community.

ARTICLE II - GENERAL PROVISIONS

The Chiefs' Group operates on Maxwell-Gunter AFB only with the consent of the installation commander. Operation is contingent on compliance with guidance and conditions of all applicable Air Force instructions.

ARTICLE III - OFFICERS AND GOVERNING BODY

The officers of the Chiefs' Group shall be President, Vice President, Secretary, and Treasurer. Collectively, they shall be known as the Executive Council (EC).

ARTICLE IV - MEMBERSHIP

Section 1

CMSgts and CMSgt selectees, regular Air Force, Reserve, or Air National Guard assigned to Maxwell-Gunter are eligible for regular membership. Active duty E-9s of other services assigned to Maxwell-Gunter are also eligible for regular membership.

Section 2

All retired CMSgts residing in the Montgomery, Alabama area are eligible for associate membership.

Section 3

All membership is voluntary and any person in the above rank or status may join the Chiefs' Group providing he or she is willing to take an active part to carry out the purpose of the Chiefs' Group.

Section 4

Regular and associate members may vote. An associate member may not be an officer of the Chiefs' Group.

Section 5

Honorary membership may be extended to any person when such membership serves the objectives of the Chiefs' Group. Honorary members shall not be eligible to hold office nor shall they be authorized to vote.

ARTICLE V - METHODS OF FINANCING

Section 1

Annual dues will be collected from each member as provided in the bylaws.

Section 2

Off base fund-raisers, regular or unscheduled are at the discretion of the Executive Council (EC).

Section 3

Other infrequent fund-raisers may be conducted by the Chiefs' Group. Coordination through 42 SVS/SVF, 42 ABW/JA and approval of 42 ABW/CC are required to conduct fund-raisers on Maxwell AFB.

ARTICLE VI - ACTIVITIES

The Chiefs' Group will engage in activities that promote and enhance the morale, welfare, and prestige of the Montgomery, Alabama military community. On a case-by-case basis, the membership may elect to provide one-time support of other worthwhile activities outside the Montgomery, Alabama military community.

ARTICLE VII - MEETINGS AND QUORUMS

Section 1

General membership meetings will be held monthly, normally on the last Thursday of each month. The secretary shall publish the date, time, and location of general membership meetings, and distribute same to all members.

Section 2

Special meetings will be held at the call of the President when matters of urgency exist. The EC will make every reasonable effort to insure all members are informed of the date, time and location of such meetings.

Section 3

Twenty-five percent of the active membership at any regularly scheduled general membership or properly called special meeting will constitute a quorum for the purpose of conducting business and voting. See Article III, Bylaws, concerning determination for active membership.

ARTICLE VIII - ADOPTION AND AMENDMENTS

Section 1

This constitution and bylaws are effective upon an affirmative vote by at least two-thirds of members present during a general membership meeting, provided it is thereafter found to be legally sufficient and approved by the installation commander.

Section 2

This constitution and bylaws will be amended upon an affirmative vote by at least two-thirds of members present during any general membership meeting, subject to Sections 3 and 4 below.

Section 3

Proposed amendments to this constitution and bylaws must be submitted to the President, in writing, and will be opened as new business at the next general membership meeting. Motions for a vote may be entertained at any subsequent general membership meeting.

Section 4

Adopted amendments that change the operational purpose of this constitution will become effective upon approval of the installation commander.

ARTICLE IX - DISSOLUTION

Section 1

The Chiefs' Group shall be dissolved on the initiative of the members for good cause or by the installation commander upon his decision to withdraw authorization to operate on base. In the case of the former, the procedures in Article VIII, Section 3 will be used to bring the issue to the floor. Dissolution will be decided by three-fourths of the members present.

Section 2

In case of dissolution of the organization, funds in the treasury at the time will be used to satisfy any outstanding debts, liabilities or obligations. The balance of the assets will be disposed of as determined by the membership at the time.

ARTICLE X - INSURANCE

Section 1

The Chiefs' Group does not, by nature, engage in or sponsor activities with any appreciable amount of risk to person or property. Upon approval of the installation commander, the requirement to main liability insurance is waived.

Section 2

If the Chiefs' Group engages in or sponsors activities which increase the amount of risk to person or property, the requirement to obtain insurance will be reevaluated. If required, applicable insurance will be obtained.

BYLAWS OF THE MAXWELL/GUNTER CHIEFS' GROUP

ARTICLE 1 - DUTIES OF OFFICERS

Section 1

The officers of this group shall perform the duties described for their office in the parliamentary authority adopted by this organization.

Section 2

President: The President is the chief executive member of the Chiefs' Group and will:

- a. Preside over all meetings of the Chiefs' group
- b. Raise and appoint committees and their chairpersons.
- c. Vote only as specified in Article 2 of these bylaws.
- d. Enter into contracts or other obligations on behalf of the Chiefs' Group, when duly authorized by majority vote of the Chiefs' Group.
- e. Conduct routine business for the Chiefs' Group between meetings.
- f. Appoint members to fill vacated offices of elected officers.
- g. Sign checks for the disbursement of Chiefs' Group funds as necessary.

Section 2

Vice President: The Vice President assists the President in the performance of that person's duties and will:

- a. Assume all duties of President in the absence of the incumbent.
- b. Sign checks for the disbursement of Chiefs' Group funds as necessary.

Section 3

Secretary: The Secretary is the custodian for the Chiefs' Group records and will:

- a. Record, publish, and distribute the minutes of each meeting.
- b. Schedule, publish, and distribute the date, time and location of general membership meetings.
- c. Publish and distribute membership rosters.
- d. Keep all non-financial records for the Chiefs' Group.

- e. Prepare timely, accurate, business correspondence for the Chiefs' Group.
- f. Sign checks for the disbursement of Chiefs' Group funds as necessary.

Section 4

Treasurer: The Treasurer is the custodian of the Chiefs' Group finances and will:

- a. Maintain all Chiefs' Group financial records.
- b. Receive and be responsible for Chiefs' Group assets.
- c. Establish and maintain necessary bank accounts.
- d. Prepare and present a financial status report at all general membership meetings. This report will include all credits and debits since the preceding report.
- e. Prepare and submit an annual financial report to 42 SVS/SVF as outlined in AFI34-223, para 10.7.3 and the Private Organization Guidance Handbook.
- f. Submit the Chiefs' Group financial records for inspection, review, and/or audit upon request of the President, installation commander, or other competent authority.
- g. Sign checks for the disbursements of Chiefs' Group funds as necessary.

Section 5

The Executive Council: The EC is the governing body of the Chiefs' Group. They will:

- a. Develop strategy, goals, and vision of the Chiefs' Group.
- b. Develop an annual budget for submission to the membership.
- c. Represent the Chiefs' Group to wing and command senior leadership and to the civilian community.

ARTICLE II - ELECTIONS AND VOTING

Section 1

The President will appoint an ad hoc election committee at the January general membership meeting. Said committee will consist of a chairperson and at least two members who will not be candidates for officer positions within the Chiefs' Group in the coming year. The President will open the floor for nominations for all officer positions at that meeting. Nominations will remain open until the end of the February meeting. Persons may nominate themselves for office or be nominated by another member. Persons nominated by another must accept the nomination in

order to be considered. Persons may be nominated for more than one office. In this case, the order of consideration is President, Vice President, Secretary, Treasurer. All nominations will be finalized at the February meeting. The election committee will prepare ballots for the election.

Section 2

Elections will be held at the March general membership meeting using secret ballot. If no one is nominated for multiple offices, all positions may be voted simultaneously, tabulated by the election committee and announced immediately. If persons are nominated for multiple offices, the election must be broken into phases, as conditions warrant. Results will still be announced prior to adjournment. The newly elected officers will be installed at the April general membership meeting.

Section 3

If the office of President is vacated, the Vice President will become the President “protempore” and will hold that office until the next annual election. Any other partial term vacancies in the EC (including the Vice Presidency, in case of Presidential vacation) will be filled at the discretion of the President. If the President chooses to fill the remaining term of a vacated office, he may do so by appointment, acceptance of volunteer, or special election. In the case of a special election, neither an election committee nor one month window to accept nominations are required.

Section 4

There are no limits on the number of terms a person may be elected or appointed to.

Section 5

Voting on issues before the Chiefs’ Group will be decided by simple majority show of hands. Items that affect or amend the constitution or attempt to dissolve the Chiefs’ Group are addressed in Articles VIII and IX of the constitution.

Section 6

The President will vote only in case of a tie.

Section 7

Proxy votes may only be entertained for scheduled votes, and then only when matters of necessity or urgency prevent a member from attending. The member must submit in writing, in advance of a scheduled vote and will include the reason the member cannot personally attend. In case of an emergency, proxies may be transmitted via e-mail or telephone to a member of the EC. The President will rule on the legitimacy of all proxies. (Exception: In the case of annual elections, the chairman of the election committee will make the legitimacy ruling.)

ARTICLE III - DUES AND FEES

Section 1

Dues are twenty dollars (\$20) annually, payable to the treasurer during the first quarter of the calendar year. Dues will be prorated for new arrivals to the Maxwell community and departing members at the rate of \$1.50 per month. Proration of dues applies to new members who join for the first time, SMSgts selected for promotion while assigned to Maxwell-Gunter and CMSgts and CMSgt selectees who arrive through PCS assignment.

Section 2

All Chiefs and Chief selectees must pay annual dues for placement on the active membership roster. The right to vote on Chiefs' Group matters is determined by the following:

- a. Annual dues are payable NLT 31 March of each year. Members who are late paying their dues (TDY, emergency leave, or other official or personal reasons) remain on the active rolls for a 60 day grace period. These members may vote on all Chiefs' Group motions during general or special meetings held on or before 31 May.
- b. The Chiefs' Group will place non-dues paying members on the inactive rolls effective 1 June. Members on the inactive roster may not submit for vote or vote on any Chiefs' Group motion. Effective 1 October, the Chiefs' Group will drop any non-paying member from the active roster.
- c. Members who pay their dues late will pay the full annual membership fee for reinstatement to the active roster.

ARTICLE IV - STANDING COMMITTEES

Section 1

The only standing committee shall be Ways and Means.

Section 2

Ways and Means shall consist of a Chairperson and at least two other volunteer members. The size of the committee may rise and ebb as workload dictates. Maximum number of members is determined by the Chairperson. The Chairperson may form subcommittees as required.

Section 3

Ways and Means will:

- a. Manage all activities related to the raising of capital for the Chiefs' Group.
- b. Provide the continuity and develop framework for annual Chiefs' Group sponsored activities (e.g., annual enlisted awards banquet, Chiefs Induction Ceremony)
- c. The Chiefs' Group will be the lead agent for the organization and production of the Maxwell-Gunter Annual Enlisted Awards ceremony as stated in the bylaws.

ARTICLE V - FINANCES

Section 1

All assets and obligations of the Chiefs' Group shall be accounted for in accordance with applicable Air Force directives and controlled by the Treasurer. Funds shall be deposited in a local financial institution.

Section 2

All checks written against the Chiefs Group account shall be signed by two elected officers of the group, normally the President and Treasurer.

Section 3

The Treasurer is authorized to maintain petty cash not to exceed one hundred dollars (\$100). Chiefs' Group funds will normally be obligated by majority approval of the members as convened in quorum.

Section 4

The President is authorized to obligate funds not to exceed one hundred dollars (\$100) in support of Chiefs' Group objectives. The President and one other member of the EC acting together are authorized to obligate funds not to exceed two hundred dollars (\$200) in support of Chiefs' Group objectives. All such expenditures will be briefed to the members at the next general membership meeting. The intent of this section is to give Chiefs' Group leadership the flexibility to respond to short notice requirements and is not intended to subvert or replace the provisions of Section 3.

ARTICLE VI - GENERAL

The foregoing constitution and bylaws have been approved as required in Article VIII, Section one of this Constitution.

ARTICLE VII - PARLIAMENTARY AUTHORITY

All meetings of the Chiefs' Group shall be governed by parliamentary rules as set forth in Robert's Rules of Order Newly Revised.